

Making Sense of Safety Workplace Safety Responsibilities for Managers & Safety Coordinators



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Class Objectives

- Provide a safe work environment
- Identify potential hazards
- Review regulatory requirements
- How to evaluate your facility
- Identify sources of assistance

Emergency Evacuation & Fire Prevention Plans

- Emergency Evacuation
 - The continuous and unobstructed path of exit travel from any point in the building during an emergency.
- Fire Prevention Plan
 - Identify all potential ignition sources and how to control their hazards.

Emergency Evacuation & Fire Prevention Plans

- Written policy required
- Employees must be trained
- Exit signs must be legible & visible
- Exit doors must be unobstructed
- Fire alarm inspected annually

Electrical Equipment

- Electrical Equipment
 - All extension cords, outlets, copiers, coffee pots, microwaves, refrigerators, hand held power tools, desk lights, computers, monitors, space heaters, battery chargers, television, VCR and other appliances

Electrical Equipment

- Inspect electrical cords & outlets
- Check plugs for ground prongs
- Use Ground Fault Circuit Interrupters (GFCI) when near water



Confined Spaces

- Confined Space

- An area that is:
 - Not designed for continuous human occupancy
 - Has limited openings for entry and exit
 - Large enough for a worker to enter
- Examples include
 - elevator equipment rooms, man-holes, hoppers, vaults, access hatches, tanks, pits













Confined Space

- **Identify confined spaces on property**
 - Label as a confined space
 - Lock or secure
 - Provide contact information
- **Develop a written policy**
- **Train exposed employees**

Evaluating the Work Space

- * Space large enough to enter &;
- * Limited or Restricted entry or exit &;
- * Not designed for continuous worker occupancy.

NO

Not a confined Space

YES

Confined Space

Hazardous Atmosphere

Or

Engulfment Hazard

Or

Configuration Hazard

Or

Any other recognized
serious hazard

YES

**Permit-
Required
Confined
Space**

NO

**Non
Permit
Required
Space**

Hazardous Chemicals

- **Hazardous Chemicals**
 - Chemicals or materials that are used in the workplace that are regulated under the OSHA Hazard Communication Standard.
 - Examples include asbestos, air contaminants, vinyl chloride, arsenic, lead, cadmium, benzene, flammable liquids etc.

Hazardous Chemicals

- Inventory all chemicals
- Provide Material Safety Data Sheets
- Develop a written policy
- Train exposed employees

Recordkeeping and Reporting of Injuries

- **Recordkeeping & Reporting of Injuries**
 - All injuries, illnesses, fatalities, catastrophes that are work related
 - **Examples include:**
 - employee sliced finger and requires stitches
 - loss of consciousness
 - one or more days away from work
 - restricted work or job transfer

Recordkeeping and Reporting of Injuries

- Keep OSHA 300 log current
- Post from Jan 1 thru April 30 each year
- Top management must sign and date
- Report all fatalities and multiple hospitalizations to VOSH

Housekeeping

- **Housekeeping**

- all places of employment shall be kept clean that the nature of the work allows.
- Examples include floors, passageways, work areas, offices, shops, storage rooms, waste receptacle, aisle, lobby, bathroom, etc.

Housekeeping Issues

- Check for torn or loose carpeting
- Check for damaged floor tiles
- Check for water damaged ceiling tiles
- Perform frequent work inspections

Hearing Protection

- **Hearing Protection**

- Noisy enough to prevent normal conversation
- Ear muffs or disposable hearing protectors
- Barrier between the noise generating equipment and the employee.

Hearing Protection

- Perform work area evaluations
- Develop a written policy if needed
- Provide training to exposed employees
- Assign hearing protection



Ladders

- **Ladders**

- Fixed industrial stairs, portable wood ladders, portable metal ladders and fixed ladders.
- Examples include 6 foot portable step ladders, extension ladders, 3 foot portable step ladders, fixed ladders on the outside of buildings, etc.

Fixed Ladders & Portable Ladders

- Inventory all your facility ladders
- Develop a ladder inspection program
- Train employees on ladder use

Portable Fire Extinguishers

- **Portable Fire Extinguishers**
 - Hand-held devices under pressure typically containing a dry chemical extinguishing agent
 - Portable hand held fire extinguishers range from small 2 lb units to 45 lb units.

Portable Fire Extinguishers

- Select proper fire extinguishers
- Provide employee training (P.A.S.S.)
- Visual inspection of fire extinguishers monthly
- Annual inspection for fire extinguishers

Machine Guarding

- Machine Guarding
 - A barrier that prevents entry of the operators' hands or fingers into the point of operation.



Machine Guarding

- Inspect all machines and guards
- Table saw blade guards
- Band saw blade guards

Energy Control Program

- Energy Control Program
 - A program that identifies the unexpected startup of machines or equipment, or the release of stored energy that could cause injury to employees.
 - Examples include working in an elevator shaft, repairing a copier, repairing a paper shredder, cleaning a toaster, replacing a circular saw blade, etc.

Energy Control Program

- Identify your energy sources
- Develop a written policy
- Provide training to exposed employees
- Review your policy annually
- Energy control equipment available
 - Locks and tags

Forklifts

(Powered Industrial Trucks)

- **PIT's**

- Electric walk-behind pallet jack, electric rider pallet jack, sit down forklift, stand-up forklift, rough terrain forklift, etc.
- Examples include electric pallet jacks at the local retail store and forklifts in a warehouse.

Forklifts

(Powered Industrial Trucks)

- Identify any PIT's at the facility
- Develop a written policy if needed
- Perform employee training
- Only authorized persons are to do repair work



Medical Services and First Aid

- Medical Services and First Aid
 - Adequately trained people who have the skills and knowledge to provide assistance to injured employees in a brief time period between the injury event and when an ambulance arrives.
 - Examples include employees trained in First Aid and CPR by the American Red Cross.

Medical Services and First Aid

- Develop a written policy
- Decide how you are going to respond to medical emergencies
- Provide training in First Aid, CPR and AED's to emergency responders

Safety and Health Program Templates

- Bloodborne Pathogens
- Confined Space
- Hazard Communication
- Hearing Conservation
- Lockout/Tagout
- Respiratory Protection
- Workplace Violence Policy Statement
- <http://www.dhrm.state.va.us/workerscomp/doliforms.html>

Loss Control Services

- Snapshot Surveys
- Benchmark Analysis Reviews
- Accident Investigations
- Training
- Video Library
- Loss Control Consultants

Resources

- <http://www.osha.gov/>
- <http://www.doli.state.va.us/index.html>
- <http://www.dhrm.state.va.us/workerscomp.html>
- Office of Workers' Compensation:
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Questions

